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NPIC/TSSG/RED-1827-69

25 September 1969

MEMORANDUM FOR : All Project Officers, Research & Engineering Division
SUBJECT : Project Status Reporting System

1. Various members of the Division have been involved in setting up a more efficient contract recording system. This system is intended to serve a two-fold purpose: (1) To provide branch and division managers with a timely, accurate, and readily visible overview of the current status of each individual R&D contract and the R&D program as a whole; (2) To provide information which can be readily transmitted to the Sixth Floor in an easily understandable and highly informative format. The system has been designed to provide the maximum amount of information with the minimum amount of work on the parts of the individual project officers and their supervisors. The system should provide a useful tool for all parties concerned, however, it will only be as useful as the accuracy and the currency of the information displayed. Each individual project officer will be held directly responsible for the correctness and the timeliness of this updating procedure with regards to his own projects.

2. This system will go into effect on 3 October at which time we will distribute blank forms and instructions as to the method of completing them. We currently have on order a series of display boards which will be installed in the RED Conference Room. Project status will then be maintained in a dynamic color display, permitting an instantaneous overview of RED's current R&D program.

3. [] is charged with maintaining this display. If there are any special questions or problems arising from the system, check with your individual Branch Chiefs and they will refer them to DC/RED for resolution.

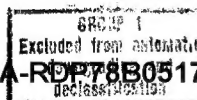
[]
Chief, Research & Engineering Division
TSSG

Distribution:

Original - Addressee
2 - TSSG/RED

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